



## DIVISION OF BUSINESS

**COURSE SYLLABUS: MGMT 4306-VC01, Dynamics of Leadership, SUMMER 2008, Virtual Campus**

<b>Instructor:</b>	<b>Randolph Smith, MA Mgmt, PhD Candidate</b>
<b>Office:</b>	Lackland AFB, Texas Bldg 5725 Room 208
<b>Office Phone:</b>	210 675-3539
<b>Home Phone:</b>	210 647-7405 or cell 685-9739
<b>Email:</b>	<a href="mailto:Randolph.Smith@wayland.wbu.edu">Randolph.Smith@wayland.wbu.edu</a> or <a href="mailto:instructrsmith@hotmail.com">instructrsmith@hotmail.com</a>
<b>Course Web Site:</b>	<a href="http://virtualcampus.wbu.edu/">http://virtualcampus.wbu.edu/</a>
<b>FAX:</b>	210 673-0127
<b>Office Hours:</b>	9-12:00 PM-1:00-4:40 PM(CST)
<b>Class Hours:</b>	24/7
<b>Class Location:</b>	Online

### DESCRIPTION:

Highly successful local business and political personalities provide real-world insight into effective organizational leadership practices. Objectives include identifying practical means for developing leadership and planning skill, communications, human relations, work teams, decision-making, and marketing.

**PREREQUISITE(s):** MGMT3304 Principles of Management

**TEXTBOOK:** (Previous editions not useable for this class)

BOOK	AUTHOR	ED YEAR	PUBLISHER	ISBN#
Leadership: Theory, Application, &Skill Development.	Lussier/Achua	3rd 2007	Thomson, Southwestern	13:978-0-324-31697-6

### OUTCOME COMPETENCIES:

Upon completion of this course the student should be able to:

- Identify the historical styles and approaches of leadership.
- Demonstrate a general knowledge of the content and motivations of leadership styles.
- Compare and contrast the styles of leadership.
- Identify particular instances in which the leadership styles may be employed for maximum benefit.
- Describe and explain the leadership style of Christ.
- Describe the roles of a leader within the dynamics of teamwork situations.
- Identify the challenges that leaders will face in the future.
- Compare and contrast the leadership styles of effective leaders.

## COURSE REQUIREMENTS AND EVALUATION:

*Projects, postings, quizzes etc. are due no later than Saturdays 12:00 PM Mid-Night Central Standard Time. Late projects may receive a lower grade or 0 grade.*

<u>Mid-Term exam- On-line - <b>Not Proctored</b></u>	20 pts (20%)
<u>Journal or Paper</u>	20 pts (20%)
Weekly Posted Discussion and Responding to at least two others	40 pts (40%)
<u>Final Exam – On-line - <b>Not Proctored</b></u>	20 pts (20%)

**\*\*Mid-term and Final are NOT PROCTORED will be on on-line and maybe password protected.**

**EVALUATION CRITERIA:** Grading is in accordance with university policy: A=90-100, B=80-89; C= 70-79; D= 60-69; F= below 60

### DISPOSITION OF STUDENT PAPERS:

#### Standard Requirements:

- 1) **Research Paper** (More third person) or **Journal** (More 1<sup>st</sup> person) not both.
- 2) Student must pick a title for the journal or paper.
- 3) Interview a business person, leader, or professional; by phone or use as a reference source part of the paper.
- 4) Submit paper or journal in the 9<sup>th</sup> week to the digital drop box.
- 5) A minimum of three reference sources are to be used: noted leader and text book can be included.
- 6) The noted leader must be recognized as such by his or her professional field.

#### Suggestions:

- 1) Do one page journal entries a week so as not to cram at the end when the paper is due.
- 2) The Journal entries **DO NOT** have to be submitted to the Instructor every week
- 3) If a journal is used still tie weekly subjects to the title.

Students are required to use the American Psychological Association (APA) publication guidelines. The journal or paper should be **7-10 double spaced pages of text**. **In addition to the text** this also includes adding a cover, abstract, and sources cited, etc. . **The class text book must be one of your reference sources**. . Just make sure you turn in the finished product at the 9 th week. As another option the student can do a research paper also. The journal is more personalized. The research paper is more third person. Student must use a recognized noted leader's work in the assignment. This can be by personal interview, book, journal, news, etc.

Topics as a minimum will be related to information in the text. Students are required to interview a business professional or political personality for the paper; to provide real word experience in leadership dynamics. If the student uses the journal .The student **will pick a title** and list things in the weekly journal that pertain to that week's text book material. In other words make it relative. The student will pick his or her own topic title. Make it an enjoyable experience. Regular requirements for grammar and proper English usage still apply. **Papers**

*late by one day may cost the student a letter grade. The student may also receive a 0 grade.*

*Papers are due the by Saturday of the 9<sup>th</sup> week as specified No later than 12:00 O'Clock mid-night Central Standard Time (CST). [Post journal/papers to the Digital Drop Box](#). Use the Discussion Board for weekly Discussions.*

#### METHOD OF INSTRUCTION:

There will be lecture notes , discussions postings, Power-point slides if available, case reviews, scenarios and written reports. Other forms of multimedia will be used as deemed necessary to enhance the learning experience.

#### ADDITIONAL INFORMATION

Quizzes may be given at various places to assess knowledge before the mid-term and final exam . Quizzes may be used to augment the evaluation criteria.

**Instructor information for students will be posted to the Assignments area. The student must go into the tools area and post personal information.**

**Test will be sent to the local campus to be proctored *when and if necessary*. The student must find out when test are proctored at that location and schedule him or herself for the test.**

**Format: This is an on-line course and you are expected to participate in weekly discussion boards. This course requires homework, discussions and some quizzes on a weekly basis.**

**Assignment: Assignments will be posted weekly. The student is responsible for reading the information and adhering to the projects.**

**Postings: The professor will initiate a discussion board. There may be 1-4 items. Students are encouraged to participate and used proper written language and etiquette. Participation in the discussion board takes the place of live classroom interaction. Your participation will include a minimum of two postings. This includes one response minimum to one other student per post question. Note: **When answering questions as an example use the WK 1 Q2 in the title or the Subject item. I understand you may want to change the title to be creative. However be creative in the text not the title response.****

#### **Instructor Response to Posts**

Please remember that I am viewing all comments made. I will give feedback that may be considered minimal to the person. If any one feels that he or she needs more comments please let me know by E-mail. If I have not E-mailed you back in **48 hours please** call or send a message **through the Blackboard Message E-mail system, hotmail or the Wayland address.** **If all else fails please give me a call on my cell phone and leave a message.** I try to get to everyone.

I will look at every post. I will respond to as many as possible. There will be over 120 per week. If I have not responded to at least one of your posts that week or a response to another peer please send me a message. In addition I may respond in a few words or

many. I can not answer 200-300 words to each student each post. It would take weeks...In spite of this the student comments usually are still exceptional.

[Post papers to the Digital Drop Box Under the Tools Section . Use the Discussion Board for weekly Discussions](#)

#### Course Conduct:

No make-up exams after the Saturday CST deadline has expired; unless it is an extreme emergency. Contact the Instructor first.

Otherwise No late assignments will be accepted.

Independent work must be used.

In all written assignments, good grammar, spelling and style are expected.

**Do not be rude to other students in word or tone . Be professional at all times.**

#### Student Information:

All students will send the information listed below to the digital drop box by the end of the first week of the course affirming that they have received the syllabus along with the following information If you miss this send the information by E-mail: [Randolph.Smith@Wayland.wbu.edu](mailto:Randolph.Smith@Wayland.wbu.edu):

Name

Course Title and Campus

E-mail address

Telephone number home, cellular and work(s)

Occupation

Career goals

Why are you taking this class?

Anticipated problems with the course.

#### SUBMISSION OF ASSIGNMENTS:

*This is an important item in this syllabus.*

The following guidelines will be used when submitting assignments:

1. Assignments will ***only*** be submitted as text in the ***body*** of ***ONE*** class message for that week. (Accept the Bio-Message, Research Paper Topic & Outline and the Research Paper.) Presentable formatting and grammar is expected. Your grade depends upon it. It is suggested that you complete you work offline in a word processor and then use Copy & Paste to insert your work into a message.
2. We will be using the Blackboard "Messages" function that is in the Button Menu under Tools - Communication for all assignments and instructor communication. The digital drop box will be used to submit papers. You can access this from any computer and it makes it easier for us to track what has been exchanged between us.
3. You ***MUST*** put your first and last name in ***all*** E-mail messages to me. This allows me to readily identify who is messaging me.

#### ATTENDANCE POLICY:

Any student missing 25% (**3x's**) of the 11 class meetings or [weekly postings](#) will receive a grade of F in the course. Three times with late assignments may count as one absence. ***Students are highly encouraged to read their student handbook concerning attendance.***

## STATEMENTS:

*" It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University."*

Any student who, because of a disabling condition, may require some special accommodation, should apprise the instructor prior to the first day of class

**COURSE OUTLINE/CALENDAR:** (detailed assignment schedule with dates in Blackboard course)

- Week 1: Chapter 1,
- Week 2: Chapter 2
- Week 3: Chapter 3
- Week 4: Chapter 4
- Week 5: Chapter 5
- Week 6: Chapt 6 **Mid-Term Exam (On-line Not Proctored)**
- Week 7: Chapter 7
- Week 8: Chapter 8
- Week 9: Chapter 9 **Journal or Research Paper on Leadership topic-Due**
- Week 10: Chapter 10
- Week 11: Chapter 11 **/Final-Exam (On-line Not Proctored)**

If you have any question please contact the instructor.